

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 10:</b> Adoption/Permanency	<b>Effective Date:</b> August 1, 2008
	<b>Tool 10.A:</b> TPR Checklist	<b>Version:</b> 1

<i><b>TPR CHECKLIST</b></i>	
	Staff and screen case for a change in permanency plan to adoption
	<ul style="list-style-type: none"> <li>• Complete staffing form and attach birth certificates for each child</li> <li>• Alert attorney to any discrepancies in spelling of name or different last name for either child or parents</li> <li>• Check to see if a father is named on the birth certificate</li> </ul>
	Determine eligibility for the child for AAP, CAS and/or NRAE
	File a Petition to terminate
	Publication on Absent Parent (will be done by your attorney)
	Update case plan with adoption as the permanency plan and secure approval and signature of supervisor.
	Initial TPR hearing (additional hearing may follow as it is rarely the case that the TPR is completed at the initial hearing)
	Inform child about TPR and the possible outcomes if child is age appropriate for such a discussion.
	Talk with foster parent(s) to determine if they are interested in adopting the child (ren).
	Discuss with the birth parent(s) the possibility of signing adoption consents.
	Set up a paper adoption case
	Involuntary TPR ordered
	Voluntary Relinquishment, parent (s) has signed consents, agreed to and signed any open adoption agreement, parent (s) has completed medical history form and has been explained the Indiana Adoption History and has signed all other relevant paperwork.
	Set up a final visit between the child and the birth parents, if the child is seeing a therapist attempt to arrange visit so that the therapist can be present.

<b><i>ADOPTION CHECKLIST FOR A CHILD ALREADY IN A PRE-ADOPTIVE HOME</i></b>	
	1. Send a copy of the termination orders and/or adoption consents to the attorney of the adoptive family be sure to include any information known regarding the child's <b><i>possible eligibility</i></b> for AAP, CAS and/or NRAE (do not send internal eligibility forms to the attorney).
	2. Complete state and local criminal history checks , sex offender registry checks, FBI fingerprint checks and Child abuse and Neglect check for the adoptive parent (s) and for all household members aged 14 and over.
	3. Request a copy of the filed adoption petition from the attorney of the adoptive family.
	4. Prepare and complete an Adoption Summary for all children being adopted and obtain signature of the Supervisor and County Director.
	5. Complete agency adoption consents and obtain signature of the County Director, this <b><i>document must also be notarized.</i></b>
	6. Schedule time for pre-adoptive family to review case file and make copies of important documents from the file. <ul style="list-style-type: none"> <li>• Have pre-adoptive parents sign attestation of information shared and given to family, also have both parents initial each item received on the attestation form.</li> <li>• Have pre-adoptive family complete and sign applications for AAP and NRAE.</li> <li>• Every family should complete applications for AAP and NRAE regardless of whether a pre-determination of eligibility was previously made for the child.</li> </ul>
	7. Attend final adoption hearing
	8. Make sure all paperwork has been completed and the appropriate signatures obtained.
	9. Obtain a copy of final adoption decree <ul style="list-style-type: none"> <li>• This may be sent to the court to request dismissal of wardship as well as submitted with the applications for AAP and NRAE.</li> </ul>
	Submit all paperwork to the county fiscal worker or person who processes the AAP and NRAE applications in your county.
	Create ICWIS adoption case <ul style="list-style-type: none"> <li>• Follow policy guidelines for creating adoption cases</li> </ul>
	Request from the court release of wardship and attach all relevant paperwork which may include the adoption decree.
	Enter all relevant information into ICWIS case management and adoption modules, send to supervisor for approval and close out case.

<b><i>ADOPTION CHECKLIST FOR A CHILD NOT IN A PRE-ADOPTIVE HOME</i></b>	
	Complete child social summary within 30 days of filing the TPR petition.
	Complete Internet registration and send to SNAP Specialist.
	Obtain a digital photo of the child/refer to the SNAP Specialist to meet and photograph the child.
	Fill out the picture book registration and return to SNAP Specialist within 30 days of TPR (State Form 1440). Include a copy of social summary for child.
	Discuss with SNAPS Specialist the possibility of featuring the child as Monday's Child or Thursday's Child. Complete all necessary paperwork Schedule a date for the child to be featured
	If the child has been free for 6 months with no identified family, discuss with the SNAP Specialist the possibility of putting the child on the National Adoption Exchange (NRAE).
	Review adoptive home studies that have been submitted for the child, select families to schedule for interviewing.
	Schedule a date and time for the interviews
	Every effort should be made to interview all families on the same day and with the same team members (team members should include the CASA and therapist when available)
	Send a letter to the families to be interviewed that includes: <ul style="list-style-type: none"> <li>• Date, time and place of the interview</li> <li>• Brief explanation of the interview process</li> <li>• Who to expect will be in attendance and interviewing</li> <li>• A list of questions that may be asked</li> <li>• A contact person and phone number</li> </ul>
	Interview families, select appropriate family that best meets the needs of the child.
	Inform selected family as soon as possible and make arrangement for pre-placement visits for the child and family prior to child being placed in the home for ease of transition and to lessen the trauma to the child (these visits are usually 2-3 weeks and include overnight stays).

	After the child has been placed in the home for 6 months, ask the family to file a petition to adopt the child.
	Send a copy of the termination and/or adoption consents to the attorney for the adoptive family be sure to include any information known regarding the child's <b><i>possible eligibility for AAP, CAS and/or NRAE</i></b> (do not send internal eligibility forms to the attorney).
	Complete state and local criminal history checks, sex offender registry checks, FBI fingerprint checks and Child abuse and Neglect checks for the adoptive parents and all household members aged 14 and over.
	Prepare and complete adoption summary for all children being adopted and obtain signatures of the Supervisor and County Director.
	Complete agency adoption consents and obtain signature of the County Director, this <b><i>document must also be notarized.</i></b>
	<p>Schedule time for pre-adoptive family to review case file and make copies of important documents from the file.</p> <ul style="list-style-type: none"> <li>• Have pre-adoptive parents sign attestation of information shared and given to family, also have both parents initial each item received on the attestation form.</li> <li>• Have pre-adoptive family complete and sign applications for AAP and NRAE.</li> <li>• Every family should complete applications for AAP and NRAE regardless of whether a pre-determination of eligibility was previously made for the child.</li> </ul>
	Attend final adoption hearing
	Make sure all paperwork has been completed and the appropriate signatures obtained.
	<p>Obtain a copy of the adoption decree</p> <ul style="list-style-type: none"> <li>• This may be sent to the court to request dismissal of wardship as well as submitted with the applications for AAP and NRAE.</li> </ul>
	Submit all paperwork to the county fiscal worker or person who processes the AAP and NRAE applications in your county.
	<p>Create ICWIS adoption case</p> <ul style="list-style-type: none"> <li>• Follow policy guidelines for creating adoption cases</li> </ul>
	Request from the court release of wardship and attach all relevant paperwork which may include the adoption decree.
	Enter all relevant information into ICWIS case management and adoption modules, send to supervisor for approval and close out the case.